



FastLane Help System

Prepare a Proposal Functions

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Prepare a Proposal Functions

Proposal Functions Introduction

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You have these options for working on proposals:

- Create a new proposal
- Create a template for a proposal
- Create a new proposal from a template
- Edit a proposal
- Assign a PIN to a proposal
- Check a proposal for completeness
- Allow or Remove SPO access to a proposal
- Copy a submitted proposal
- Delete a proposal template

Create a New Proposal

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- [Letters of Intent](#)
- [Proposal Preparation](#)
- [Proposal Status](#)
- [Revise Submitted Proposal Budget](#)
- [Proposal File Update](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

- Click **Proposal Preparation** (Figure 2). The **Principal Investigator (PI) Information** screen displays (Figure 3).

Principal Investigator (PI) Information

Notice: In the January 2002 *Grant Proposal Guide* (GPG), NSF published revised proposal preparation guidelines. Review the latest [Project Summary Section of the Grant Proposal Guide \(opens new window\)](#) and [Project Description Section of the Grant Proposal Guide \(opens new window\)](#) for more information. PIs were instructed that they must address both merit review criteria in the preparation of proposals submitted to NSF. The GPG now reflects that proposers must clearly address, in separate statements within the one-page limitation, both of the NSF merit review criteria in the Project Summary. The GPG also reiterates that broader impacts resulting from the proposed project must be addressed in the Project Description and described as an integral part of the narrative.

Examples illustrating activities likely to demonstrate broader impacts are available electronically on the NSF website at: [http://www.nsf.gov/pubs/2004/nsf04136examples.pdf \(opens new window\)](http://www.nsf.gov/pubs/2004/nsf04136examples.pdf).

These changes should be carefully considered by PIs when preparing proposals for submission to NSF. Effective October 1, 2002, proposals that do not address the two merit review criteria in separate statements in the project summary will be returned without review.

Name	Terry Demo		
Organization	NSF 4102852000		
Department	Division of Information Systems		
Address	4201 Wilson Boulevard Arlington, VA 22230	Phone	(703) 292-1000
		Fax	(703) 292-3000
		EMail	tdemo@nsf.gov
Country	US		
Gender	Do not wish to provide		
Citizenship	Do not wish to provide	Degree Year	2004
Ethnicity	Do not wish to provide	Degree	PhD
Disability Status			
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI - No			

Figure 3 Principal Investigator (PI) Information screen. The Prepare Proposal buttons are circled.

- Click either one of the **Prepare Proposal** buttons (Figure 3). The **Proposal Actions** screen displays (Figure 4).

Proposal Actions

Temporary Proposals in Progress

Temporary Proposal # - Title of the Proposal

7200395 - GPG Testing AGAIN
7200394 -
7200387 - eGovernment Technical Challenges
7200303 - MTS 04022603 - Mig 3468
7200301 - Bharat's test proposal

Create New Proposal

Figure 4 Proposal Actions screen. The Create Blank Proposal button is circled.

- Click the **Create Blank Proposal** button (Figure 4). The **Form Preparation** screen displays (Figure 5). See [Prepare Proposal Forms](#) for instructions on how to work on all the proposal forms on the **Form Preparation** screen.

Forms for Temp. Proposal #7200400

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/27/04	<input type="button" value="GO"/> Project Summary	
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Supplementary Docs	
Single Copy Documents			
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)		<input type="button" value="GO"/> Link Collaborative Proposals	N/A
<input type="button" value="GO"/> Additional Single Copy Documents			

Figure 5 Form Preparation screen.

See also:

- Prepare proposal forms
- Create a template for a proposal
- Create a new proposal from a template
- Edit a proposal
- Assign a PIN to a proposal
- Check a proposal for completeness
- Allow or Remove SPO access to a proposal
- Copy a submitted proposal
- Delete a proposal template

Create a Template for a Proposal

Once you have created a new proposal, you can save the proposal as a template for use in creating proposals in the future.

1. Access the **Proposal Actions** screen (Figure 1) (see Steps 1 through 4 of [Create a New Proposal](#) or of [Edit a Proposal](#)).



Figure 1 Proposal Actions screen. The Save as Template button is circled.

2. Highlight the proposal you want to save as a template from the **Temporary Proposals in Progress** list (Figure 1).
3. Click the **Save as Template** button (Figure 1). The **Template Proposal Has Been Created** screen displays (Figure 2) with the message that a template has been created from the proposal.

Template Proposal T000352 has been created.

Figure 2 Template Proposal Has Been Created screen.

4. Click the **OK** button (Figure 2). The **Proposal Actions** screen displays (Figure 3).

Proposal Actions

Temporary Proposals in Progress

Temporary Proposal #	Title of the Proposal
7200395	GPG Testing AGAIN
7200394	-
7200387	eGovernment Technical Challenges
7200303	MTS 04022603 - Mig 3468
7200301	Bharat's test proposal

Edit Delete Check Save as Template Allow SRO Access Proposal PIN Print

Submit SBIR/STTR

Create New Proposal

Create Blank Proposal Use Template

SBIR/STTR Phase I SBIR/STTR Phase II

Figure 3 Proposal Actions screen. The Use Template button is circled.

5. Click the **Use Template** button (Figure 3) to find the template. The **Template Proposals** screen displays (Figure 4). The template that you created from the proposal is now in the **Current Templates** list.

Template Proposals

Current Templates

Template #	Title of the Template
T000349	Lead Prop 1
T000350	null
T000351	Sequence, evolution and expression of mitochondrial genomes in the ge
T000352	Sequence, evolution and expression of mitochondrial genomes in the ge

Use Delete

Figure 4 Template Proposals screen with the template (circled) you created from the proposal in the Current Templates list.

See also:

- Prepare proposal forms
- Create a new proposal
- Create a new proposal from a template
- Edit a proposal
- Assign a PIN to a proposal
- Check a proposal for completeness
- Allow or Remove SPO access to a proposal
- Copy a submitted proposal
- Delete a proposal template

Create a New Proposal from a Template

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- [Letters of Intent](#)
- [Proposal Preparation](#)
- [Proposal Status](#)
- [Revise Submitted Proposal Budget](#)
- [Proposal File Update](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

3. Click **Proposal Preparation** (Figure 2). The **Principal Investigator (PI) Information** screen displays (Figure 3).

Principal Investigator (PI) Information

Notice: In the January 2002 *Grant Proposal Guide* (GPG), NSF published revised proposal preparation guidelines. Review the latest [Project Summary Section of the Grant Proposal Guide \(opens new window\)](#) and [Project Description Section of the Grant Proposal Guide \(opens new window\)](#) for more information. PIs were instructed that they must address both merit review criteria in the preparation of proposals submitted to NSF. The GPG now reflects that proposers must clearly address, in separate statements within the one-page limitation, both of the NSF merit review criteria in the Project Summary. The GPG also reiterates that broader impacts resulting from the proposed project must be addressed in the Project Description and described as an integral part of the narrative.

Examples illustrating activities likely to demonstrate broader impacts are available electronically on the NSF website at: [http://www.nsf.gov/pubs/2004/nsf042/bicesamples.pdf \(opens new window\)](http://www.nsf.gov/pubs/2004/nsf042/bicesamples.pdf).

These changes should be carefully considered by PIs when preparing proposals for submission to NSF. Effective October 1, 2002, proposals that do not address the two merit review criteria in separate statements in the project summary will be returned without review.

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		Fax	(703) 292-3000
		E-Mail	tdemo@nsf.gov
Country	US		

Gender	Do not wish to provide		
Citizenship	Do not wish to provide	Degree Year	2004
Ethnicity	Do not wish to provide	Degree	PhD
Disability Status			
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI -	No		

Figure 3 Principal Investigator (PI) Information screen. The Prepare Proposal buttons are circled.

- Click either one of the **Prepare Proposal** buttons (Figure 3). The **Proposal Actions** screen displays (Figure 4).

Proposal Actions

Temporary Proposals in Progress
Temporary Proposal # - Title of the Proposal

7200395 - GPG Testing AGAIN
7200394 -
7200387 - eGovernment Technical Challenges
7200303 - MTS 04022603 - Mig 3468
7200301 - Bharat's test proposal

Create New Proposal

Figure 4 Proposal Actions screen. The Use Template button is circled.

5. Click the **Use Template** button (Figure 4). The **Template Proposals** screen displays (Figure 5).



Figure 5 Template Proposals screen. The Use button is circled.

6. Highlight a template in the **Current Templates** list (Figure 5).
7. Click the **Use** button (Figure 5). The **Proposal Actions** screen displays (Figure 6) with the template now listed as a proposal in the **Temporary Proposals in Progress** list.



Figure 6 Proposal Actions screen with the template now appearing in the list of Temporary Proposals in Progress. The Edit button is circled.

8. Highlight the proposal in the **Temporary Proposals in Progress** list (Figure 6).
9. Click the **Edit** button (Figure 6). The **Form Preparation** screen for that proposal displays (Figure 7).

Forms for Temp. Proposal #7200399
Test Proposal - Use to create a template

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/27/04	<input type="button" value="GO"/> Project Summary	
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Supplementary Docs	
Single Copy Documents			
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)		<input type="button" value="GO"/> Link Collaborative Proposals	N/A
<input type="button" value="GO"/> Additional Single Copy Documents			

Figure 7 Form Preparation screen for the proposal that you selected as a template.

10. Edit the proposal as you require. See [Prepare Proposal Forms](#) for instructions on completing all the proposal forms on the **Form Preparation** screen (Figure 7).

See also:

- Prepare proposal forms
- Create a new proposal
- Create a template for a proposal
- Edit a proposal
- Assign a PIN to a proposal
- Check a proposal for completeness
- Allow or Remove SPO access to a proposal
- Copy a submitted proposal
- Delete a proposal template

Edit a Proposal

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- ▶ [Proposal Functions](#)
- ▶ [Award And Reporting Functions](#)
- ▶ [Change PI Information](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- ▶ [Letters of Intent](#)
- ▶ [Proposal Preparation](#)
- ▶ [Proposal Status](#)
- ▶ [Revise Submitted Proposal Budget](#)
- ▶ [Proposal File Update](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

3. Click **Proposal Preparation** (Figure 2). The **Principal Investigator (PI) Information** screen displays (Figure 3).

Principal Investigator (PI) Information

Notice: In the January 2002 *Grant Proposal Guide* (GPG), NSF published revised proposal preparation guidelines. Review the latest [Project Summary Section of the Grant Proposal Guide \(opens new window\)](#) and [Project Description Section of the Grant Proposal Guide \(opens new window\)](#) for more information. PIs were instructed that they must address both merit review criteria in the preparation of proposals submitted to NSF. The GPG now reflects that proposers must clearly address, in separate statements within the one-page limitation, both of the NSF merit review criteria in the Project Summary. The GPG also reiterates that broader impacts resulting from the proposed project must be addressed in the Project Description and described as an integral part of the narrative.

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Ethnicity	Do not wish to provide		
Disability Status		Degree Year	2004
Race	White	Degree	PhD
Serving or ever served on a Federally Funded Project as a PI or Co-PI. - No			

Figure 3 Principal Investigator (PI) Information screen. The Prepare Proposal buttons are circled.

4. Click either one of the **Prepare Proposal** buttons (Figure 3). The **Proposal Actions** screen displays (Figure 4).

Proposal Actions

Temporary Proposals in Progress

Temporary Proposal # - Title of the Proposal

7200395 - GPG Testing AGAIN
7200394 -
7200387 - eGovernment Technical Challenges
7200303 - MTS 04022603 - Mig 3468
7200301 - Bharat's test proposal

Create New Proposal

Figure 4 Proposal Actions screen. The Edit button is circled.

5. Highlight the proposal you want to edit from the **Temporary Proposals in Progress** list (Figure 4).
6. Click the **Edit** button (Figure 4). The **Form Preparation** screen displays (Figure 5) for that proposal. See [Prepare Proposal Forms](#) for instructions on how to work on all the forms on the **Form Preparation** screen.

Forms for Temp. Proposal #7200395
GPG Testing AGAIN

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/26/04	<input type="button" value="GO"/> Project Summary	
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Supplementary Docs	
<input type="button" value="GO"/> Proposal Classification			
Single Copy Documents			
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)		<input type="button" value="GO"/> Link Collaborative Proposals	N/A
<input type="button" value="GO"/> Additional Single Copy Documents			

Figure 5 Form Preparation screen for the proposal you have selected to edit.

See also:

- Create a new proposal
- Create a template for a proposal
- Create a new proposal from a template
- Assign a PIN to a proposal
- Check a proposal for completeness
- Allow or Remove SPO access to a proposal
- Copy a submitted proposal
- Delete a proposal template

Assign a PIN to a Proposal

You can assign a Personal Identification Number (PIN) to a proposal. An Other Authorized User (OAU), who is not a PI or Co-PI, needs a proposal's PIN to log in to Proposals, Awards, and Status and work on the proposal (see [OAU Login](#)).

1. Access the **Proposal Actions** screen (Figure 1) (see Steps 1 through 4 of [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).



Figure 1 Proposal Actions screen. The Proposal PIN button is circled.

2. In the **Temporary Proposals in Progress** list (Figure 1), highlight the proposal that you want to assign a PIN to.
3. Click the **Proposal PIN** button (Figure 1). The **Proposal PIN Control** screen displays (Figure 2) for that proposal.



Figure 2 Proposal PIN Control screen.

4. Type the PIN in the boxes provided (Figure 2).
5. Click the **OK** button (Figure 2). The **PIN Changed for Proposal** screen displays (Figure 3).



Figure 3 PIN Changed for Proposal screen.

6. Click the **OK** button (Figure 3). The **Proposal Actions** screen displays (Figure 1).

See also:

- Create a new proposal
- Create a template for a proposal
- Create a new proposal from a template
- Edit a proposal
- Check a proposal for completeness
- Allow or Remove SPO access to a proposal
- Copy a submitted proposal
- Delete a proposal template

Check a Proposal for Completeness

You can check the progress of a proposal's preparation through the **Check** function. This is especially helpful if numbers of peoples—Co-PIs and Other Authorized Users—are working on the proposal.

The results tell you what documents are missing and which of those missing documents are required for NSF consideration of the proposal.

1. Access the **Proposal Actions** screen (Figure 1) (see Steps 1 through 4 of [Create a New Proposal](#) or of [Edit a Proposal](#)).

Proposal Actions

Temporary Proposals in Progress

Temporary Proposal # - Title of the Proposal

7200395 - GPG Testing AGAIN
7200394 -
7200387 - eGovernment Technical Challenges
7200303 - MTS 04022603 - Mig 3468
7200301 - Bharat's test proposal

Create New Proposal

Figure 1 Proposal Actions screen. The Check button is circled.

2. Highlight the proposal that you want to check from the **Temporary Proposals in Progress** list (Figure 1).
3. Click the **Check** button (Figure 1).
4. The **Proposal Check Status** screen displays (Figure 2) with a list of those proposal forms that have not yet been filled out. Those forms that NSF requires for submission are marked with a red asterisk.

PROPOSAL CHECK STATUS

Note: An asterisk () indicates that the item listed will prevent submission*

Description
The Proposal Classification Form has not been filled out (*)
The Project Description form has not been filled out
The Budget Justification for the Awarding Institution has not been filled out {

Description
PDF files (if any) verified as PDF compliant.

Description
Cover Sheet passed.

Description
Persons for whom there is no current and pending support form:
Alan Alphaman
Detail of current and pending support forms passed.

Figure 2 Proposal Check Status screen.

- Create a new proposal
- Create a template for a proposal
- Create a new proposal from a template
- Edit a proposal
- Assign a PIN to a proposal
- Allow or Remove SPO access to a proposal
- Copy a submitted proposal
- Delete a proposal template

Allow or Remove SPO Access to Proposal

Allow or Remove Sponsored Project Office (SPO) Access to a Proposal

1. Access the **Proposal Actions** screen (Figure 1) (see Steps 1 through 4 of [Create a New Proposal](#) or of [Edit a Proposal](#)).

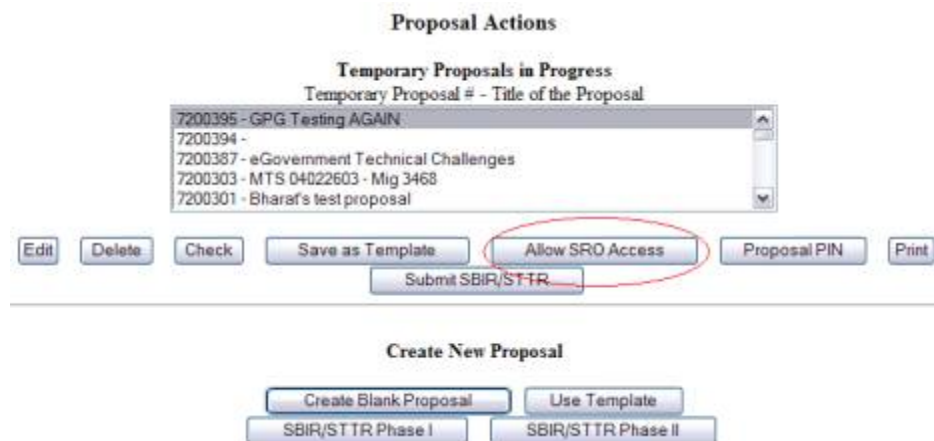


Figure 1 Proposal Actions screen. The Allow SPO Access button is circled.

2. Highlight the proposal you want to give the SPO access to in the **Temporary Proposals in Progress** list (Figure 1).
3. Click the **Allow SPO Access** button (Figure 1). The **Sponsored Project Office (SPO) Access Control** screen displays (Figure 2) with these control options:
 - [Allow SPO to only view proposal but not submit](#)
 - [Allow SPO to view and edit but not submit proposal](#)
 - [Allow SPO to view, edit, and submit proposal](#)

Sponsored Research Office (SRO) Access Control

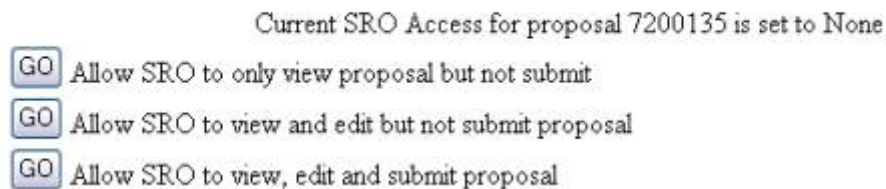


Figure 2 Sponsored Project Office (SPO) Access Control screen.

If the SPO already has access to a proposal, the **Sponsored Project Office (SPO) Access Control** screen displays as in Figure 3 with these options:

- [Allow SPO to only view proposal but not submit](#)
- [Allow SPO to view and edit but not submit proposal](#)
- [Remove all SPO access to this proposal](#)

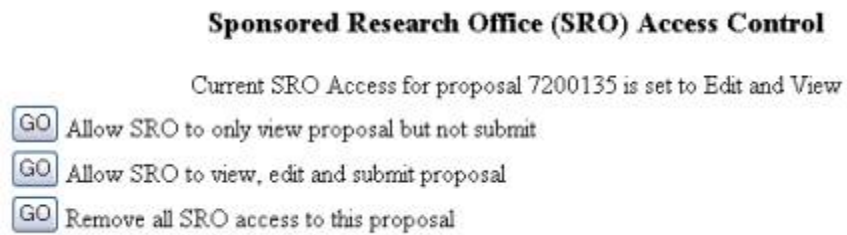


Figure 3 Sponsored Research Office (SPO) Access Control screen if the SPO already has access to the proposal.

See also:

- Create a new proposal
- Create a template for a proposal
- Create a new proposal from a template
- Edit a proposal
- Assign a PIN to a proposal
- Check a proposal for completeness
- Copy a submitted proposal
- Delete a proposal template

Allow Sponsored Project Office (SPO) to Only View a Proposal But Not Submit

1. Access the **Sponsored Project Office (SPO) Access Control** screen (Figure 1) (see [Allow or Remove SPO Access to a Proposal](#)).

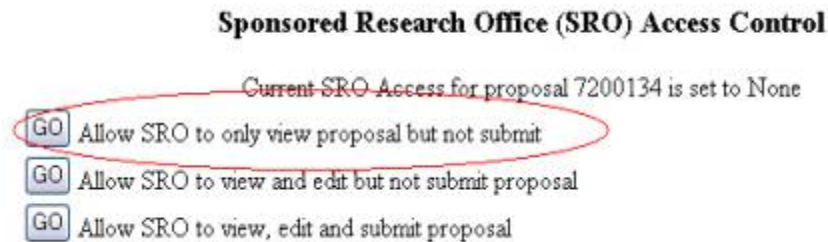


Figure 1 Sponsored Project Office (SPO) Access Control screen. The Go button for Allow SPO to Only View Proposal But Not Submit is circled.

2. Click the **Go** button for Allow SPO to Only View Proposal But Not Submit (Figure 1). A screen displays (Figure 2) with a message that the SPO can now view but not edit or submit the proposal.



Figure 2 Screen with the message that the SPO can now view but not edit or submit the proposal.

3. Click the **OK** button (Figure 2). The **Proposal Actions** screen displays.

See also:

- Allow SPO to view, edit, and submit a proposal
- [Allow SPO to view and edit but not submit proposal](#)
- [Remove all SPO access to this proposal](#)

Allow Sponsored Project Office (SPO) to View and Edit But Not Submit a Proposal

1. Access the **Sponsored Project Office (SPO) Access Control** screen (Figure 1) (see Allow or Remove SPO Access to a Proposal).

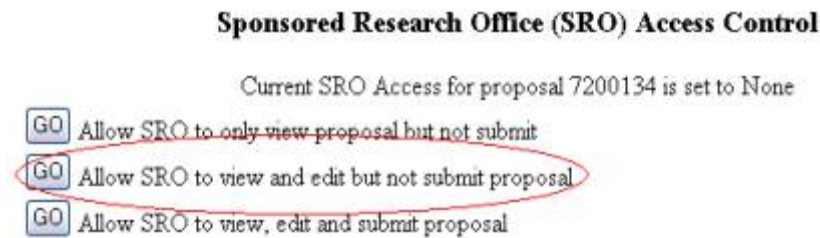


Figure 1 Sponsored Research Office (SPO) Access Control screen with the Go button for Allow SPO to View and Edit But Not Submit Proposal circled.

2. Click the **Go** button for Allow SPO to View and Edit But Not Submit Proposal (Figure 1). A screen displays (Figure 2) with a message that the SPO can now view and edit but not submit the proposal.

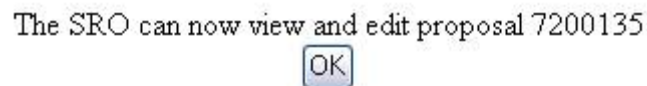


Figure 2 Screen with the message that the SPO can now view and edit the proposal.

3. Click the **OK** button (Figure 2). The **Proposal Actions** screen displays.

See also:

- Allow SPO to only view proposal but not submit
- Allow SPO to view, edit, and submit proposal
- Remove all SPO access to this proposal

Allow Sponsored Project Office (SPO) to View, Edit, and Submit a Proposal

1. Access the **Sponsored Project Office (SPO) Access Control** screen (Figure 1) (see [Allow or Remove SPO Access to a Proposal](#)).

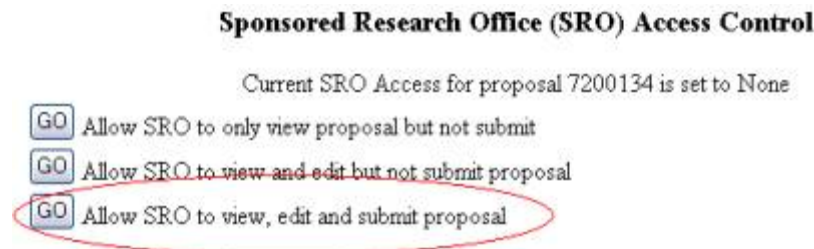


Figure 1 Sponsored Project Office (SPO) Access Control screen. The Go button for Allow SPO to View, Edit, and Submit Proposal is circled.

2. Click the **Go** button for Allow SPO to View, Edit, and Submit Proposal (Figure 1). A screen displays (Figure 2) with a message that the SPO now has full access to the proposal and with a list of the individuals who will receive emails from FastLane on the proposal's new access status.



Figure 2 Screen with the message that the SPO now has full access to the proposal and with the list of people the NSF will notify of the SPO's access.

3. Click the **OK** button (Figure 2). The **Proposal Actions** screen displays.

See also:

- [Allow SPO to only view proposal but not submit](#)
- [Allow SPO to view and edit but not submit proposal](#)
- [Remove all SPO access to this proposal](#)

Remove Sponsored Project Office (SPO) Access to a Proposal

1. Access the **Sponsored Project Office (SPO) Access Control** screen (Figure 1) (see [Allow or Remove SPO Access to a Proposal](#)).

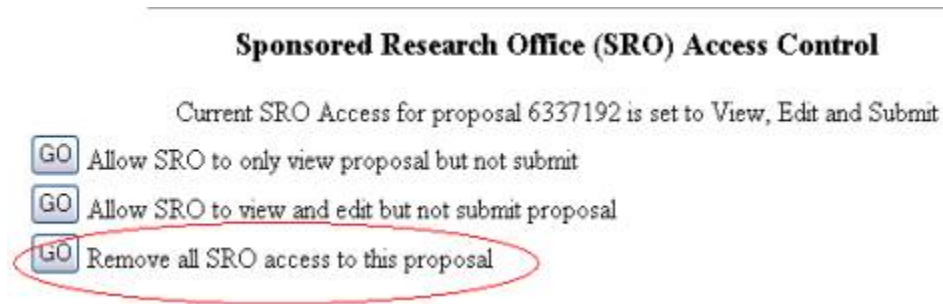


Figure 1 Sponsored Project Office (SPO) Access Control screen. The Go button for Remove All SPO Access to This Proposal is circled.

2. On the **Sponsored Research Office (SPO) Access Control** screen (Figure 1), click the **Go** button for Remove All SPO Access to This Proposal. A screen displays (Figure 2) with the message that SPO access to the proposal is blocked.



Figure 2 Screen with the message that SPO access to the proposal is blocked.

3. Click the **OK** button (Figure 2). The **Proposal Actions** screen displays.

See also:

- [Allow SPO to only view proposal but not submit](#)
- [Allow SPO to view and edit but not submit proposal](#)
- [Allow SPO to view, edit, and submit proposal](#)

Copy a Submitted Proposal

1. On the **FastLane Home Page** screen, log in to Proposals, Awards and Status as a PI (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- [Proposal Preparation](#)
- [Proposal Status](#)
- [Revise Submitted Proposal Budget](#)
- [Proposal File Update](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

3. Click **Proposal Preparation** (Figure 2). The **Principal Investigator (PI) Information** screen displays (Figure 3).

Principal Investigator (PI) Information

Notice: In the January 2002 *Grant Proposal Guide* (GPG), NSF published revised proposal preparation guidelines. Review the latest [Project Summary Section of the Grant Proposal Guide \(opens new window\)](#) and [Project Description Section of the Grant Proposal Guide \(opens new window\)](#) for more information. PIs were instructed that they must address both merit review criteria in the preparation of proposals submitted to NSF. The GPG now reflects that proposers must clearly address, in separate statements within the one-page limitation, both of the NSF merit review criteria in the Project Summary. The GPG also reiterates that broader impacts resulting from the proposed project must be addressed in the Project Description and described as an integral part of the narrative.

Examples illustrating activities likely to demonstrate broader impacts are available electronically on the NSF website at: [http://www.nsf.gov/pubs/2004/nsf042/bicesamples.pdf \(opens new window\)](http://www.nsf.gov/pubs/2004/nsf042/bicesamples.pdf).

These changes should be carefully considered by PIs when preparing proposals for submission to NSF. Effective October 1, 2002, proposals that do not address the two merit review criteria in separate statements in the project summary will be returned without review.

Name	Terry Demo		
Organization	NSF 4102852000		
Department	Division of Information Systems		
Address	4201 Wilson Boulevard Arlington, VA 22230	Phone	(703) 292-1000
		Fax	(703) 292-3000
		EMail	tdemo@nsf.gov
Country	US		

Gender	Do not wish to provide		
Citizenship	Do not wish to provide	Degree Year	2004
Ethnicity	Do not wish to provide	Degree	PhD
Disability Status			
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI -	No		

Figure 3 Principal Investigator (PI) Information screen. The View Submitted buttons are circled.

- Click either of the **View Submitted** buttons (Figure 3). The **Submitted Proposals** screen displays (Figure 4).

Submitted Proposals

(Click on the column title to sort by that column)

Temp ID	Prop ID	Proposal Title	Status
X000709	- 0342137	- alan alphaman	- edi_4010_test_proposal
X000300	- 0201603	- alan alphaman	- Withdrawn
X000003	- 0073349	- alan alphaman	- edi_4010_test_proposal
7200391	- 0420099	- alan alphaman	- gpg 04-23 - do not delete
7200295	- 0420087	- alan alphaman	- mts 04022603
7200288	- 0420100	- alan alphaman	- richs sbir supplemental funding request
7200249	- 0420081	- alan alphaman	- sbir phase i: test for aftar #5
7200248	- 0420072	- alan alphaman	- sbir phase i: test for aftar #4
7200247	- 0420071	- alan alphaman	- sbir phase i: test for aftar #3
7200246	- 0420070	- alan alphaman	- sbir phase i: test for aftar #2
7200245	- 0420069	- alan alphaman	- sbir phase i: test for aftar #1
7200234	- 0420065	- alan alphaman	- career: nsf 02-111 testing
			- Withdrawn

Figure 4 Submitted Proposals screen. The Copy button is circled.

- Highlight the proposal you want to copy from the **Submitted Proposals** list (Figure 4).
- Click the **Copy** button (Figure 4). A screen displays (Figure 5) with the message that the proposal you selected is now copied to a new work in progress with a Temporary Proposal Number.

Proposal X000003 copied to new work in progress proposal# 7200398

Figure 5 Screen with the message that the proposal is copied as a new proposal in progress with a Temporary Proposal Number. The OK button is circled.

- Click the **OK** button (Figure 5). The **Submitted Proposals** screen displays (Figure 6).

Submitted Proposals

(Click on the column title to sort by that column)

Temp ID	Prop ID	Proposal Title	Status
X000709 - 0342137	alan alphaman	- edi_4010_test_proposal	- Withdrawn
X000300 - 0201603	alan alphaman	-	-
X000003 - 0073349	alan alphaman	- edi_4010_test_proposal	-
7200391 - 0420099	alan alphaman	- gpg 04-23 - do not delete	-
7200295 - 0420087	alan alphaman	- mts 04022603	-
7200288 - 0420100	alan alphaman	- richs sbir supplemental funding request	-
7200249 - 0420081	alan alphaman	- sbir phase i: test for affab #5	-
7200248 - 0420072	alan alphaman	- sbir phase i: test for affab #4	-
7200247 - 0420071	alan alphaman	- sbir phase i: test for affab #3	-
7200246 - 0420070	alan alphaman	- sbir phase i: test for affab #2	-
7200245 - 0420069	alan alphaman	- sbir phase i: test for affab #1	- Withdrawn
7200234 - 0420065	alan alphaman	- career: nsf 02-111 testing	- Withdrawn

Figure 6 Submitted Proposals screen. The Return to PI Information Page button is circled.

8. To edit the copied proposal, click the **Return to PI Information Page** button (Figure 6). The **Principal Investigator (PI) Information** screen displays (Figure 7).

Principal Investigator (PI) Information

Notice: In the January 2002 *Grant Proposal Guide* (GPG), NSF published revised proposal preparation guidelines. Review the latest [Project Summary Section of the Grant Proposal Guide \(opens new window\)](#) and [Project Description Section of the Grant Proposal Guide \(opens new window\)](#) for more information. PIs were instructed that they must address both merit review criteria in the preparation of proposals submitted to NSF. The GPG now reflects that proposers must clearly address, in separate statements within the one-page limitation, both of the NSF merit review criteria in the Project Summary. The GPG also reiterates that broader impacts resulting from the proposed project must be addressed in the Project Description and described as an integral part of the narrative.

Examples illustrating activities likely to demonstrate broader impacts are available electronically on the NSF website at: [http://www.nsf.gov/pubs/2004/nsf042/bicesamples.pdf \(opens new window\)](http://www.nsf.gov/pubs/2004/nsf042/bicesamples.pdf).

These changes should be carefully considered by PIs when preparing proposals for submission to NSF. Effective October 1, 2002, proposals that do not address the two merit review criteria in separate statements in the project summary will be returned without review.

[Edit PI Information](#)
[Prepare Proposal](#)
[View Submitted](#)
[Go Back](#)

Name	Terry Demo		
Organization	NSF 4102852000		
Department	Division of Information Systems		
Address	4201 Wilson Boulevard Arlington, VA 22230	Phone	(703) 292-1000
		Fax	(703) 292-3000
		E-Mail	tdemo@nsf.gov
Country	US		
Gender	Do not wish to provide		
Citizenship	Do not wish to provide	Degree Year	2004
Ethnicity	Do not wish to provide	Degree	PhD
Disability Status			
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI -	No		

[Edit PI Information](#)
[Prepare Proposal](#)
[View Submitted](#)

Figure 7 Principal Investigator (PI) Information screen. The Prepare Proposal buttons are circled.

- Click one of the **Prepare Proposal** buttons (Figure 7). The **Proposal Actions** screen displays (Figure 8).

Proposal Actions

Temporary Proposals in Progress

Temporary Proposal # - Title of the Proposal

7200398 - EDI_4010_TEST_PROPOSAL
7200395 - GPG Testing AGAIN
7200394 -
7200387 - eGovernment Technical Challenges
7200303 - MTS 04022603 - Mig 3468

[Edit](#)
[Delete](#)
[Check](#)
[Save as Template](#)
[Allow SRO Access](#)
[Proposal PIN](#)
[Print](#)
[Submit SBIR/STTR](#)

Create New Proposal

[Create Blank Proposal](#)
[Use Template](#)
[SBIR/STTR Phase I](#)
[SBIR/STTR Phase II](#)

Figure 8 Proposal Actions screen with the newly copied proposal highlighted. The Edit button is circled.

10. Highlight the copied proposal in the **Temporary Proposals in Progress** list (Figure 8).
11. Click the **Edit** button (Figure 8). The **Form Preparation** screen displays (Figure 9) for the copied proposal. See [Prepare Proposal Forms](#) for instructions on how to work on all the forms in the **Form Preparation** screen.

Forms for Temp. Proposal #7200398
EDI_4010_TEST_PROPOSAL

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/27/04	<input type="button" value="GO"/> Project Summary	08/27/04
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	08/27/04
<input type="button" value="GO"/> References Cited	08/27/04	<input type="button" value="GO"/> Biographical Sketches	08/27/04
<input type="button" value="GO"/> Budgets (Including Justification)	08/27/04	<input type="button" value="GO"/> Current and Pending Support	08/27/04
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources	08/27/04	<input type="button" value="GO"/> Supplementary Docs	
Single Copy Documents			
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)		<input type="button" value="GO"/> Link Collaborative Proposals	N/A
<input type="button" value="GO"/> Additional Single Copy Documents			

Figure 9 Form Preparation screen for the copied proposal.

See also:

- Create a new proposal
- Create a template for a proposal
- Create a new proposal from a template
- Edit a proposal
- Assign a PIN to a proposal
- Check a proposal for completeness
- Allow or Remove SPO access to a proposal
- Delete a proposal template

Delete a Proposal Template

1. Access the **Proposal Actions** screen (Figure 1) (see Steps 1 through 4 of [Create a New Proposal](#) or of [Edit a Proposal](#)).

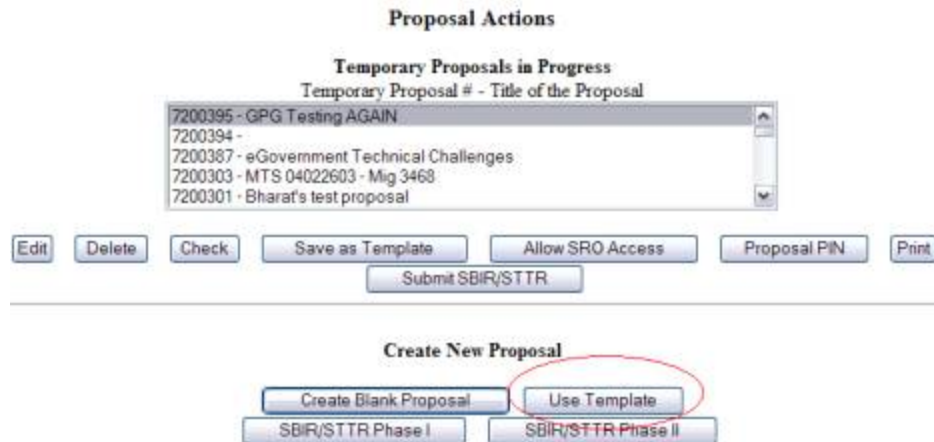


Figure 1 Proposal Actions screen. The Use Template button is circled.

2. Click the **Use Template** button (Figure 1). The **Template Proposals** screen displays (Figure 2).



Figure 2 Template Proposals screen. The Delete button is circled.

3. Highlight the template you want to delete from the **Current Templates** list (Figure 2).
4. Click the **Delete** button (Figure 2). A screen displays (Figure 3) with a message for you to confirm that you want to delete the highlighted template.

Please confirm that you want to delete the template proposal #T000331



Figure 3 Screen with a message for you to confirm that you want to delete the highlighted template.

5. Click the **OK** button (Figure 3). The **Template Proposals** screen displays as in Figure 2, but with the template removed from the **Current Templates** list.

See also:

- Create a new proposal
- Create a template for a proposal
- Create a new proposal from a template
- Edit a proposal
- Assign a PIN to a proposal
- Check a proposal for completeness
- Allow or Remove SPO access to a proposal
- Copy a submitted proposal

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